

**POSITION GUIDE
NONAPPROPRIATED FUNDS**

Job Number: 01011

Installation: Fort Monmouth, NJ 07703

FLSA: Exempt

TITLE: Recreation Specialist (Lead)

Activity: All MWR

**Pay Plan/Series/Level
NF-0188-04**

MAJOR DUTY DESCRIPTION

Serves as the Team Leader for the Recreation Program Team responsible for planning and developing facility and non-facility based recreation programs for the Fort Monmouth Community. Within established agency policies and objectives, develops, plans and implements community-wide recreation events, programs and services to meet the diversified needs of the community. These activities include required basic program categories and those designed to meet more specialized interest and needs. This may include issues dealing with funds, facilities, equipment, volunteer and staff support available. Develops new and unique events based upon community needs including such major programs as ethnic patriotic and holiday observances which involve a large volume and variety of activities. Plans and coordinates the details of both special and recurring activities, ensuring maximum use of facilities, services and other resources. Prepares written staff coordination actions. Coordinates requirements within USAG for special events. Coordinates with Recreation Operations Team Leader for personnel assigned to carry out activities and events, prioritizing tasks to ensure efficient programming is accomplished. Prepares cost analysis of the conduct of programs/events. Coordinates with Operations Team for logistical support such as staff, supplies, services and equipment needed to accomplish the scheduled programs and events. Accounts for funds involved and makes recommendations for improvements in funding and other support services. Coordinates with Marketing Office to ensure that market surveys and focus groups are completed to assess long range and short-term interests in community programs. Coordinates with Marketing Office personnel to ensure programs and activities are marketed/advertised in a manner that achieves maximum effectiveness in motivating and attracting participants, and in providing optimal possible range of activities in terms of community interests and needs. Provides guidance and leadership to the various recreation activities and to the participants, modifying, adapting, expanding, or otherwise changing plans and procedures for such activities, as developments require. Administers personnel assigned to Program Team. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

Knowledge of the principles, concepts and management techniques of recreational and business operations. Minimum of 3 years as manager/supervisor. Ability to plan and conduct a wide range of facility and non-facility based activities. Able to develop new methods, approaches and procedures for more effective utilization of facility and staff. Ability to provide personnel and financial oversight of a wide variety of activities.

This is an accurate statement of the duties and responsibilities necessary to carry out the NAF function for which I am responsible.

(Approving Official: Title - Signature)

(Date)